



PPACA Process Flow Document

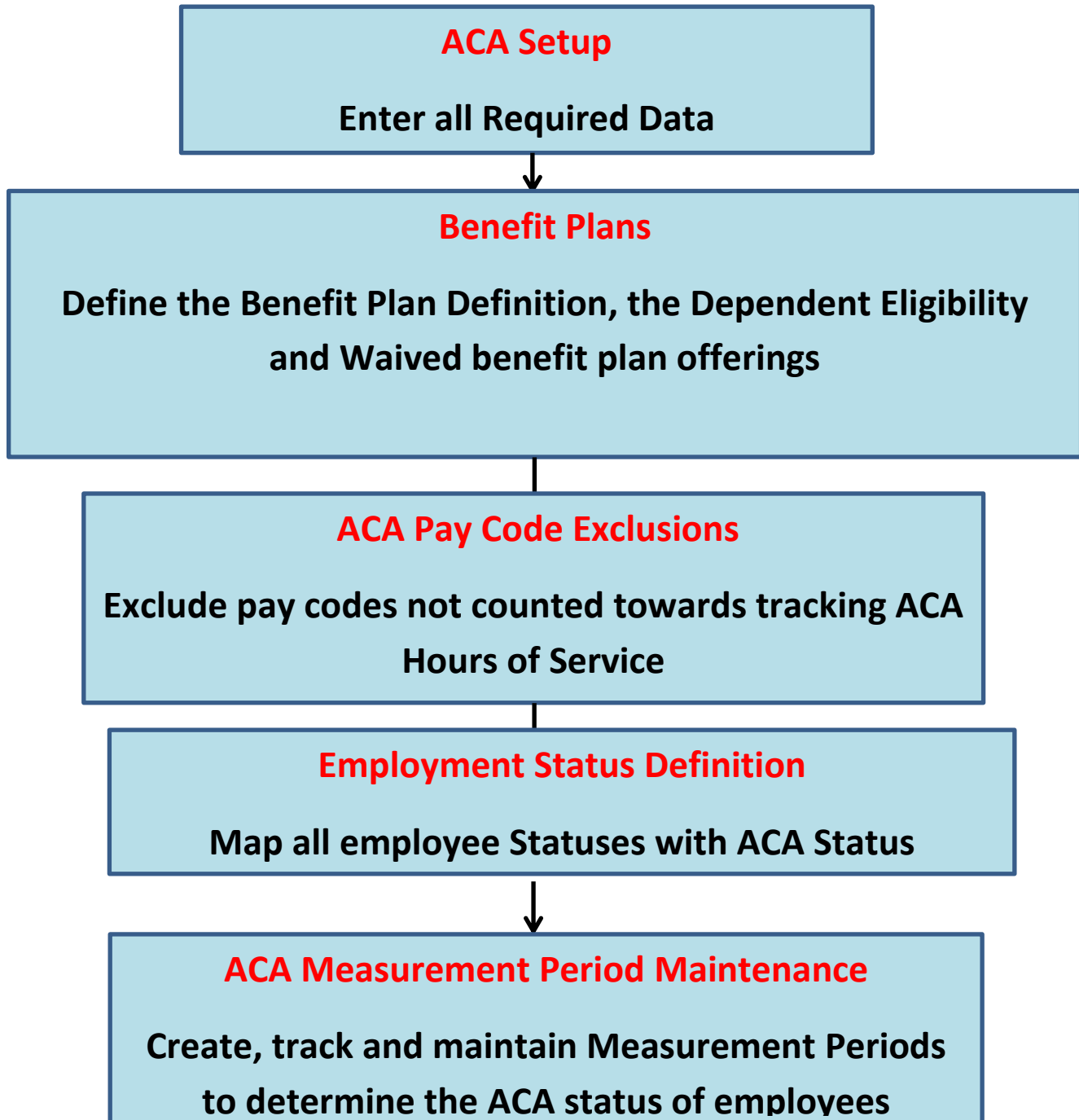
ALE Member Processing

November 1, 2016



Part 1

ACA Setup Steps



Step 1) ACA Setup

Description:

In **ACA Setup**, you will need to setup your organization. This function will allow you to update and manage data that is critical to populating and filing Forms 1094-C and 1095-C.

If you plan to file more than one 1094-C, you can create multiple records. If you plan to file separate Form 1094-C's for different divisions, one of the Forms 1094-C must be designated as the Authoritative Transmittal.

Menu Search:

HR Setup>ACA Setup Menu

Action:

- **Enter all required data**
 - Effective Date
 - Benefit plan year start and end dates
 - Is this EIN the Authoritative transmittal for this ALE group?
 - Are you a Designated Government Entity (DGE)?
 - If yes, enter required DGE data.
 - Select a Safe Harbor Code (this will be used to calculate health plan affordability).
 - Select a Certification of Eligibility (**optional**)
 - Enter a Contact name (*The contact will print on Form 1094-C and will be the point of contact if the IRS has questions*)
 - Enter a Contact phone number (*Contact number will print on Form 1094-C and 1095-C*)

Step 2) Benefit Plans

Description:

In **Benefit Plans**, two checkboxes were added to this screen. You will need to update all ACA Compliant Health Plans that provide Minimum Essential coverage and are determined to be “Affordable”, based on the IRS regulations, by selecting the “ACA Compliant Plan” checkbox. If you offer a Self-Insured Plan for this benefit plan, the “Self-Insured Plans” checkbox must be marked as well.

Menu Search:

Benefit Setup>Benefit Plans> Eligibility>Dependent Eligibility

Action:

- Identify all ACA Compliant medical health plans
 - Select the medical Health plan that you wish to identify as an **ACA Compliant Plan**.
 - Under the Plan Definition tab select the “**ACA Compliant Plan**” checkbox
- If you offer self-insured Health plans, check the **Self-insured Plan** check box
- If you offer multiple employee only benefit plans, check the **Wellness Plan** check box to exclude the plan amount from reporting on Line 15
- Define the applicable Dependent Eligibility parameters for the benefit tiers that exist (**required for accurate population of Indicator Code Series 1 for “Offer of Coverage” on Form 1095-C, Part II, Line 14**)

Note the following:

- ❖ If not utilizing the on-line enrollment module in the iCON HRIS (where a declined Benefit Enrollment Listing can be created) a Waived benefit plan should be created
 - **Common Object Dictionary > Benefit Plans**

- ❖ Declined benefit plan offerings should be created in the Waived Benefit Plans functionality
- ❖ Employees should be “enrolled” in the Waived benefit plan
- ❖ Common Object Dictionary > Relationship Types should be defined for Dependent / Spouse / Child
- ❖ All Dependents should be entered in the iCON HRIS (for Self-Insured benefit plans)
- ❖ All Dependents should be attached to applicable benefit plans in the iCON HRIS (for Self-Insured benefit plans)
- ❖ Dependent Eligibility parameters should also be defined to specify which type of plan the ALE Member is offering

Step 3) ACA Pay Exclusions

Description:

In **ACA Pay Code Exclusions**, you will need to exclude all Pay Codes that should not be counted towards ACA Hours of Service

Menu Search:

Payroll Setup>ACA Pay Code Exclusions

Action:

- Select a Legal Entity
- Hit Add button
- Select the pay codes that should be excluded
- Select “Submit” to process changes

Step 4) Employment Status Definition

Description:

In **Employment Status Definition**, a new field called “ACA Status” has been added. All employment statuses need to be mapped to one of the ACA Employment Statuses. Simply click on the dropdown box to select one of the pre-defined ACA Employment Statuses. The user will need to have security privileges to Add, Update, Delete and Map to an ACA Employee Status.

Menu Search:

HR Setup>Employment Status Definition

Action:

- To update an existing Employment status click on “short description” name, using the new “ACA Status”, select a status.
- Ensure all new Employment Statuses are mapped to an ACA Status.

Step 5) ACA Measurement Period Maintenance *(Optional)*

Description:

Use the **ACA Measurement Period Maintenance** function (which is optional) to create, track and maintain Measurement Periods for the Affordable Care Act (ACA). Measurement periods can be used to determine the ACA status of employees. Period Types are as follows:

- Admin – the Open Enrollment period
- Initial – the new hire period
- Stability – the benefit plan year
- Standard – the measurement period (look back period)

Menu Search:

HR Actions>ACA Measurement Period Maintenance

Action:

To update an existing measurement period, click on the information in the left column. To create a new measurement period click the add button.

- Enter all required information
 - Description – user defined
 - ACA EE Status
 - Period Type (Initial, Admin, Standard and Stability)
 - Start/End dates

Part 2

Data Validation

ACA Reports

ACA Benefit Report

Description:

This report was added to the Reports menu and can be generated to view which employees are eligible for benefits based on eligibility date and ACA employee status. The report also identifies which employees are enrolled or not enrolled in a benefit plan. This report can be run for a defined date range.

Menu Search:

Reports>ACA Benefit Report

Actions:

Parameters:

- Org Levels
- Benefit Year (*Required*)
- Include Terminated?
- Report Name (*Required*)
- Sort by:
 - Employee Number
 - Employee Name

ACA Hours Report

Description:

This report was added to the Reports menu. Based on the selection criteria, this report will print employee hour's information based on a particular measurement group or on a selected date range. The ACA hours will help with analyzing employees ACA employee statuses based on the number of hours worked, to ensure all employees are classified correctly. The report can be generated by selecting a Measurement Period description or entering Start and End dates.

Search Menu:

Reports>ACA Hours Report

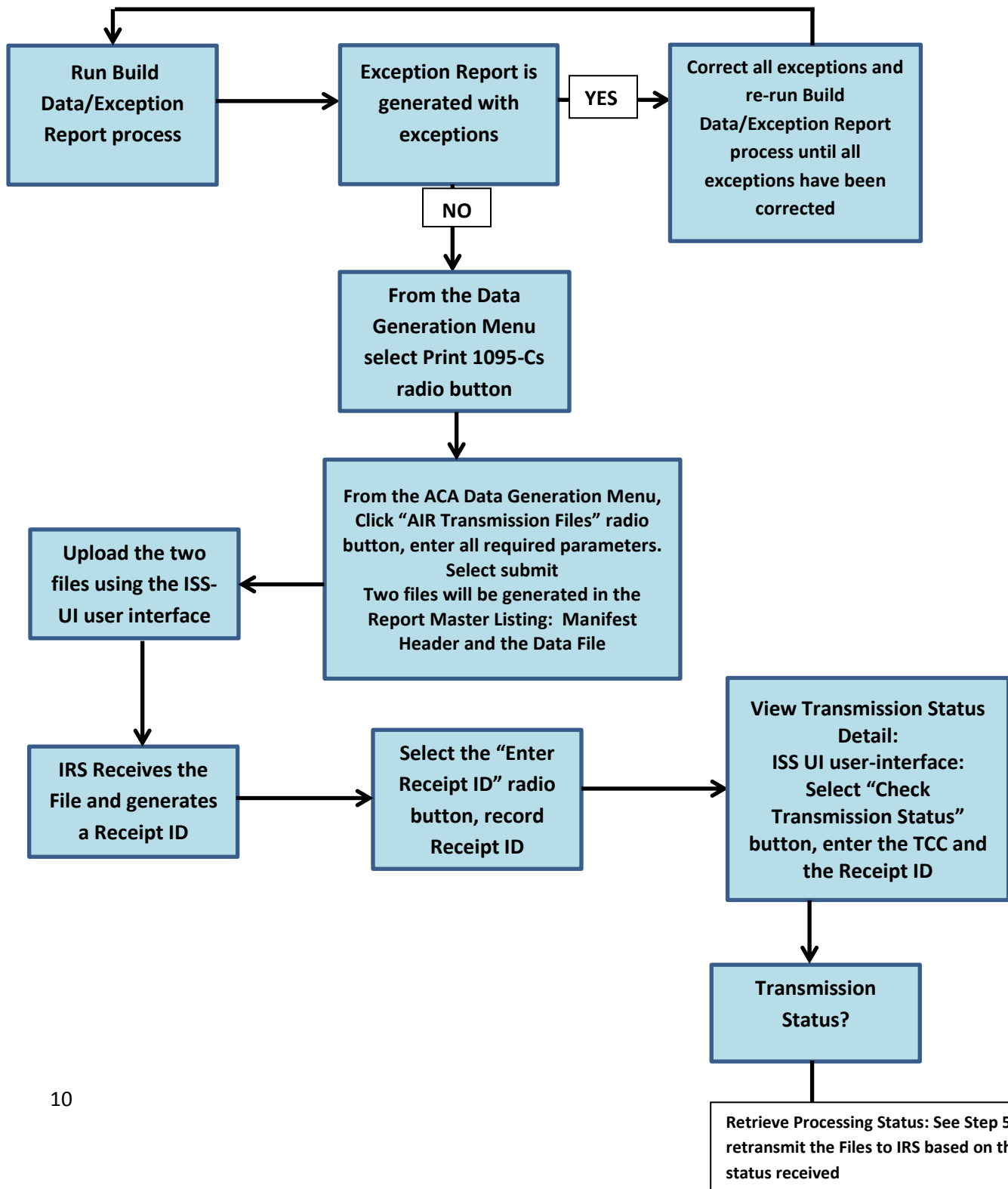
Actions:

Parameters

- Org Levels
- Include Terminated?
- Measurement Period Description (will populate date range associated with measurement period)
- Start Date *(Required)*
- End Date *(Required)*
- Report Name *(Required)*
- Sort By:
 - Employee Number
 - Employee Name

Part 3

ACA Data Generation (ALE Member Transmitting)



Step 1) Build Data/Exception Report

Description:

This is the first step to transmit Forms 1094-C and 1095-C to the IRS. The process will generate all data needed to populate forms 1094-C and 1095-C and will also produce an exception report. All exceptions must be addressed before proceeding to the next step.

Menu Search:

Reports>ACA Data Generation

Actions:

Click on the Build data/Exception Report radio button. This process will generate an exception report. View report and correct all exceptions (if any). *Re-run the exception report until all exceptions have been corrected.

Step 2) Print 1095-C

Description:

After the Build Data/Exception Report has been completed and there are zero exceptions showing on the Exception report you can print 1095-Cs for all employees who Did NOT consent to an electronic copy of Form 1095-C or you can print a form for an individual employee, by entering an employee number.

Menu Search:

Reports>ACA Data Generation

Actions:

- Click on Print 1095-C radio button
- Select Type of Transmission
- Report ID
- If you are printing a Form for one employee, select the "One Employee" check box and enter an employee ID
- Select Tax Year
- Legal Entity

Note the following:

- ❖ **The Issuer must complete the ACA Transmission checklist prior to loading the files to the IRS Production Portal**
[UHRO AIR Transmission Quick Reference Guide](#)
- ❖ **The Issuer will retransmit any file that does NOT have an “Accepted” status though the ISS UI user-interface**

Step 3) AIR Transmission Files

Description:

When the “AIR Transmission Files” function is processed, two files will be generated and placed in the Report master listing: Manifest header file and the Data file.

Menu Search:

Reports>ACA Data Generation

Actions:

- Click the AIR transmission Files radio button.
- Select the Type of Transmission:
 - Original File
 - Corrections File
 - Transmission Replacement File
 - Submission Replacement File
- Transmitter’s Name
- Transmitter’s Control Code (TCC)
- Tax Year
- Legal Entity

Step 4) Upload File through the IRS AIR UI Channel

Description:

Upload the two files using the ISS-UI user-interface (AIR UI Channel). Upon receiving the file, the IRS will generate a Receipt ID which will be returned to the transmitter.

Step 5) Retrieve Processing Status

Description:

The “Transmitter” must submit a request to retrieve the processing status and error details of their transmission, which is known as Acknowledgement.

Actions:

- Select “Check Transmission Status” button on the ISS UI user-interface
- Enter Transmitter Control Code (TCC)
- Enter Receipt ID

When the Issuer receives the Transmission Acknowledgement there will be one of six different file statuses:

- **Processing**
 - AIR has not completed processing the transmission
- **Accepted**
 - The Transmission was Accepted (no fatal errors were identified while processing the Transmission metadata) and all Submissions within the Transmission were Accepted and no errors were found during processing
- **Partially Accepted**
 - The Transmission was Accepted (no fatal errors were identified while processing the Transmission metadata)
 - At least one Submission within the Transmission was Accepted (with or without errors)

- At least one Submission within the Transmission was Rejected as unusable data (exceeded threshold)
- The **Corrections File** radio tab is utilized is when a submission within a transmission has been Accepted or Accepted with Errors
 - One or more forms needs to be retransmitted as a correction to fix an error to resubmit the corrected Forms to the IRS
- **Accepted with Errors**
 - The Transmission was Accepted (no fatal errors were identified while processing the Transmission metadata)
 - All Submissions within the Transmission were Accepted but errors were identified in one or more of the Submissions that require correction(s)
 - The **Corrections File** radio tab is utilized is when a submission within a transmission has been Accepted or Accepted with Errors
 - One or more forms needs to be retransmitted as a correction to fix an error.to resubmit the corrected Forms to the IRS
- **Rejected**
 - The Transmission was Rejected for one of the following reasons:
 - A fatal error was identified while processing the Transmission metadata
 - Schema validation failed on the Form Data File
 - Each Submission within the Transmission had a sufficiently high number of errors that it was Rejected as unusable data (exceeded threshold)
 - The **Transmission Replacement File** radio tab is utilized when the entire transmission is rejected by AIR
 - The **Submission Replacement File** radio tab is utilized when a submission within a transmission is rejected by AIR
- **Not Found**
 - A Transmission with the Receipt ID provided was not found in the AIR system

Step 6) Enter Receipt ID

Description:

When the IRS receives the file, the IRS will generate a Receipt ID which will be returned to the transmitter. The receipt ID must be entered in ICON by selecting the “Enter Receipt ID” radio button on the ACA Data Generation menu.

Menu Search:

Reports>ACA Data Generation

Actions:

- Select Enter Receipt ID radio button
- Enter Receipt ID
- Tax Year
- Legal Entity